STATE OF INDIANA

Gateway Debt Management
Frequently Asked Questions

Indiana Department of Local Government Finance
November 7, 2011

1. **What is the goal of Gateway Debt Management?**

   For local officials, Gateway Debt Management brings significant streamlining of reporting requirements. Currently, local units of government must submit three separate reports to the Department of Local Government Finance ("Department") for each debt and a fourth to the State Board of Accounts as part of the annual financial report. Gateway Debt Management will collect detailed information about a debt immediately after it is issued (replacing the "post-bond sale report"), and then store that information for future use. Since the information is already stored in the database, this will largely automate the repeated, annual reporting of balances and amortization schedules, thus freeing up time for other important duties.

   For taxpayers, Gateway Debt Management will provide information and analysis never before available. The new database will help the public know how much local government debt has been issued, the cost of interest to support the borrowing, the purpose of the borrowing, the source of repayment, and the total outstanding balances. All of this will be available on the interactive, searchable Gateway Public Access Website, which will be launched near the end of this year.

2. **If my unit has no debt, will I use this system?**

   Yes. You will use Gateway Debt Management to certify that your unit has no outstanding debt. This is a very simple process. Simply visit Gateway Debt Management, select your unit, and check the box that says "By checking this box, I affirm that the selected unit has no outstanding debt."

3. **What are the deadlines for submission?**

   All debt with an outstanding balance must be reported through Gateway Debt Management no later than March 1, 2012. This reporting replaces the traditional Microsoft Excel format for the annual debt reporting. Beginning January 1, 2012, any new debt that is entered into should be reported through Gateway Debt Management in lieu of the traditional post-bond sale report.

4. **Do I use the same username, password, and PIN code that I used for Budget Forms submission?**
    Yes. Your username, password, and PIN are applicable to all the different areas within Gateway, including Budget Forms and Debt Management.

5. **I delegated rights to people to help me fill out Gateway Budget Forms. Can those same people help with Gateway Debt Management or do I need to do a separate delegation form for that?**
    We have automatically transferred submission, edit, and read-only rights from the Budget Forms to Gateway Debt Management. If you would like to maintain different rights for users under Debt Management, simply notify us of the change using the delegation form found here:
    http://www.in.gov/dlgf/files/Limited_Delegation_of_Authority_for_Gateway_Fillable.pdf

6. **Is there still only one "submit" account per unit for Gateway Debt Management?**
    The law allows you more flexibility for debt reporting than for budget submission. Therefore, the submitter for budget purposes may delegate submission rights to other units for Debt Management. You may do so using the delegation form found here:
    http://www.in.gov/dlgf/files/Limited_Delegation_of_Authority_for_Gateway_Fillable.pdf

7. **How do I complete an amortization schedule for leases?**
    For all leases, the "lease payment" column should be filled out completely for the term of the lease. If you have access to the full amortization schedule for the underlying bonds issued by the building corporation, then you should enter that amortization schedule information in the other fields.

8. **For older debt, must I entire the entire amortization schedule necessary or just lines for payments yet to be made?**
    In order for the Department and the public to do historical research and have access to complete information about bonds still in effect, it is important that the full amortization schedule be entered, even for the payments already made.

9. **I have leases for equipment such as copiers and police cars. Do I need to report those through Gateway?**
    Leases should be reported if they relate to any real property (permanent structures like an office building), or if they are used to purchase equipment under a lease-to-own agreement. Everyday leases of things like copiers and vehicles do not need to be reported.

10. **I have utilities and a redevelopment commission associated with my unit. Do I also report their debt?**
    Yes. All publicly financed debt should be reported. This includes debt held by utilities, redevelopment commissions, fire departments, and other such enterprises affiliated with the unit of government. As mentioned before, multiple users may be delegated with submission rights, so people within these entities may submit debt reports at the direction of the fiscal officer for the unit.

11. Do I only report debt secured by property tax, or must I also report revenue bonds that are paid from fees and other sources?
Debt should from all repayment sources should be reported. This includes both debt secured by property tax and that secured by other sources (i.e., revenue bonds).

12. I have State Revolving Fund (SRF) loans. How do I show my payment structure on the amortization schedule?
For a State Revolving Fund (SRF) loan, amortization schedule and other information should be based on the amount that has currently been drawn. If the loan is entered before being fully drawn, then the form should be updated when the next draw occurs.

13. What if I cannot find the information for some of my older debt?
You should make every effort to locate the documentation relating to the debt and enter as complete information as is available to you. The debt reporting form in Gateway can be submitted with certain fields not filled in. If you are attempting to save the form and have not filled in a mandatory field, the program will require you to revisit that field. As long as all the mandatory fields are completed, you will be able to submit the form through Gateway.